



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address Department of Education Office of Administrative Services Fiscal Services Division Grants Management Section 1570 Twin Towers East Atlanta, Georgia 30334	FOR RECORDS MANAGEMENT USE	
Application Date			Application Number 81-385 - A	
Application Number		Date Received JUL 30 1986	Date Completed FEB 6 1987	
2. Person to Contact Donald L. Moore		Working Title Senior Grants Administrator Telephone Number 656-2441		
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 81-385 Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series Earliest FY 78		5. Records Series Title (followed by title used in office, if different) to date Grants Activities Files		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Grants Management Section was authorized in March 1981 as a section within the Fiscal Services Division to perform this function: to approve all local school system plans, projects, or applications required for the disbursement of funds and authorize the payments of grant funds based on these approvals. Effective with FY 85, the Section has the responsibility to see that all recipients of grant funds which use DE Form 0147, Quarterly Report of Expenditures and Estimated Requirement for Grant Funds, file the respective preliminary and final project completion reports to account for the funds received.				
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: administering state and federal grants to local school systems for education purposes. Included are: (a) Grant award notices to individual school systems; (b) approved projects, applications, contracts or letters of intent, (c) request for the disbursement of funds, (d) requests for return of funds, (e) copies of project completion reports and (f) other related correspondence. Examples of the various grant programs are: Chapter 1 LEA and Migrant Education, Chapter 2, Transition for Refugee Children, Adult Education, Staff Development, State and Federal library grants, Title VI-B Flow through, Preschool, Special Projects, Job Training Partnership Act, Title II, math & science (not inclusive list). File is arranged: Type of grant generally on state fiscal year basis, alphabetically by school system name, county then city, or grant recipient.				
8. Monthly Reference Rate How often are records referred to which are: One to six months old 25; Seven to twelve months old 15; Thirteen to twenty-four months old 10; twenty-five months and older 5?				
9. Annual Rate of Accumulation of Records Letter-size drawers; Legal-size drawers 5; Shelves; Other (specify)				

YES	NO	10. Questionnaire (Place a "X" in the proper column.)
	X	a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Accounting Services Section & Program Office Files - not exact duplicate
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | | | |
|--------------------------|---|--------|-----------------------------------|---|--------|
| a. State Law | 3 | years. | d. Audit period | | years. |
| b. Statute of limitation | | years. | e. Administrative need | 2 | years. |
| c. Federal law | | years. | f. Federal retention instructions | 5 | years. |

Attach copy or excerpt of laws or regulations. Explain administrative need. Enclosed is a copy of 34 CFR Part 75.734 which states five years after completion of activity. Activity may not stop until six months into next state fiscal year. Administrative need is explained by the fact most of the federal grants have 27 month period for using funds. Files need to confirm carry-over amounts. Also State Audit Department is auditing and publishing audits for the prior two fiscal years.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) * _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold * _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

* State grants: cut off at the end of state fiscal year; hold current files 1 year; transfer to State Records Center; hold 3 years; then destroy.

* Federal grants: cut off at the end of the state fiscal year; hold current files 2 years; transfer to State Records Center; hold 4 years; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Billy E. Duma</i>	7/29/86	<i>Vickie Bakes</i>	7/29/86
2/6/87			
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee <i>W. H. Satter</i>	2/4/87
		Secretary of State/Designee <i>Edward Weldon</i>	2/2/87
		Attorney General/Designee <i>[Signature]</i>	1/5/87

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FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Grants Management Section 115 State Office Building Atlanta, Georgia 30334 <i>Office of Admin. Services, Fiscal Services Div.</i>	Application Number	81-385
Application Number		Date Received AUG 4 1981	Date Completed AUG 17 1981
2. Person to Contact Donald L. Moore		Working Title Senior Grants Administrator	Telephone Number 656-2441
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest FY 78		5. Records Series Title (followed by title used in office; if different) to date Grants Activities Files	
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7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: administering state and federal grants to local school systems for educational purposes. Included are: (a) Grant award notices to individual school systems, (b) approved projects, applications, contracts or letters of intent, (c) request for the disbursement of funds, (d) requests for return of funds, and (e) other related correspondence. File is arranged: Chronologically by fiscal year in two sections, one by state chart of account number and alphabetically by school system name.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old 200; Seven to twelve months old 200; Thirteen to twenty-four months old 50; twenty-five months and older 10?			
9. Annual Rate of Accumulation of Records Letter-size drawers 5; Legal-size drawers; Shelves; Other (specify)			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
	X	a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
N/A	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
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	X	i. Is this series (or a major portion of it) regularly microfilmed?
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11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 1 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

These are working files which are duplicated in the Accounting Services Section and Program manager's files.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) _____ 1 _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>A. Wayman Culp</i>	8/3/81	<i>Walker L. Baumgardner</i>	8-3-81
8/17/81			
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
State Auditor/Designee	<i>[Signature]</i>		8-14-81
Secretary of State/Designee	<i>Carroll Hart</i>		8-11-81
Attorney General/Designee	<i>[Signature]</i>		8-14-81